COVID-19 Guidelines for Coding Time in E210
April 9, 2020

A description of all of the relevant E210 codes is provided below:

<table>
<thead>
<tr>
<th>Scenario</th>
<th>E210 Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees who are working on-site on a normal schedule.</td>
<td>X</td>
</tr>
<tr>
<td>Employees who are teleworking on a normal schedule.</td>
<td>XO</td>
</tr>
<tr>
<td>Employees who are using normal sick leave.</td>
<td>S</td>
</tr>
<tr>
<td>Employees who are temporarily relieved from duties with pay as a result of a work slowdown because of the COVID-19 pandemic. The employee must be on call and ready to work when needed, and may be deployed to work in different areas of the university and hospital as required by their management team.</td>
<td>COVP</td>
</tr>
<tr>
<td>Employees who are using an additional two weeks of sick leave if:</td>
<td>COV</td>
</tr>
<tr>
<td>- they become sick as a result of COVID-19,</td>
<td>(HR Business Services loads the balance)</td>
</tr>
<tr>
<td>- they have to self-quarantine because of exposure to the COVID-19 virus, or</td>
<td></td>
</tr>
<tr>
<td>- they are told to self-quarantine by ECCC because of possible exposure to the COVID-19 virus.</td>
<td></td>
</tr>
</tbody>
</table>

Note: The employee or the manager must notify HR Business Services of the need for this particular leave to be loaded into the E210, once the ECCC has approved this leave. See additional instructions and process flow below.

Employees who are using COVID-19 leave when on FML
Use this code if the illness qualifies under FMLA. The employee or their HR Business Partner should contact HRBusinessServices@jhu.edu to request the additional leave.

Additional Instructions for those who use COVID-19 Leave

- If an employee suspects they have COVID-19 or if their health care provider has indicated that they have tested positive with COVID-19, the employee should contact the Employee COVID-19 Call Center (ECCC) at 443-287-8500, seven days a week, between 7:00 a.m. and 11:00 p.m. The ECCC will conduct a screening by phone and provide guidance on next steps.
• If the ECCC determines that COVID-19 leave is appropriate, a generic email will be sent to the employee’s supervisor, approving leave. No mention of COVID-19 will be disclosed in the email to remain in compliance with HIPAA guidelines.

• The employee or his/her supervisor should contact HR Business Services at HRBusinessServices@jhu.edu to enable the additional leave. Please put “COVID-19 Leave Request” in the Subject Line.

_Under HIPAA rules, neither the ECCC nor any other JHU employee – including the employee’s supervisor – may disclose the employee’s specific COVID-19 diagnosis._ The employee is always allowed to communicate his or her own test results to others.

_Note: A detailed process flow follows this section._

**Important Contact Information**

<table>
<thead>
<tr>
<th></th>
<th>Employee COVID-19 Call Center (ECCC)</th>
<th>HR Business Services (HRBS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days and Hours of Operation</td>
<td>Seven days a week, 7am to 11pm</td>
<td>Seven days a week, 8:30am to 5pm</td>
</tr>
<tr>
<td>Phone Number</td>
<td>443-287-8500</td>
<td>N/A</td>
</tr>
<tr>
<td>Email Address</td>
<td>N/A</td>
<td><a href="mailto:HRBusinessServices@jhu.edu">HRBusinessServices@jhu.edu</a></td>
</tr>
</tbody>
</table>
| Location                 | The Church Home Professional Office Building  
98 North Broadway, Room 421  
Baltimore, MD 21231 | JHU at Eastern  
1101 E. 33rd Street  
Suite E001  
Baltimore, MD 21218 |

**Faculty**

Faculty are entitled to the additional leave, but they should consult with their department chair/vice dean for faculty for more information.

**Students**

Students should consult with their department chair or dean’s office for the most appropriate guidance regarding their potential eligibility for this leave.
Flow Diagram for Documenting Employees Who Need COVID 19 Leave-Interaction with ECC and HRBS

Start

Employee suspects they have COVID 19

Employee calls ECC

ECCC Conducts Phone Screen

Employee Seeks Own Health Care Provider

Does HCP recommend testing, self-quarantine or quarantine due to contact?

Yes

Employee Notifies Supervisor

Did the employee or the person the employee came into contact with test positive?

No

Employee follows ECCC process and returns to work

END

No

ECCC Conducts Phone Screen

Does ECC recommend testing, self-quarantine or quarantine due to contact?

Yes

Employee Notifies supervisor

No

ECCC Notifies supervisor

Employee or Supervisor sends copy of ECCC email to HRBS

HRBS Updates the E210 with COVID 19 Leave for Employee (if applicable)

CONTACT INFORMATION

- Employee COVID-19 Call Center (ECCC) at 443-287-8500, seven days a week, between 7 a.m. and 11 p.m.
- HR Business Service Center at HRBusinessServices@jhu.edu, M-F 8:30-5